

Project Completion Letter Format

A. Project Completion Letter Format

To,
The Chairperson,
Institutional Ethics Committee (Human Research*/ Animal Research *),
L.T.M.M.C. & L.T.M.G.H.,
Sion, Mumbai-400 022.

Subject : Submission of Project Closure Report for project with IEC No. _____ Titled “< >”.

Sir/Madam,

This is to inform you that the project Titled “< >” has been completed on #_____.
I would like to thank the Staff & Research Society, Institutional Ethics Committee and Dean for permitting me to conduct the study.

I shall submit to the SRS Office a detailed Trial Report within 2 months

Thanking you.

Dr. “< >”

“<Designation>”

Dept. of “< >”

Mobile No. “< >”

L.T.M.Medical College & L.T.M.G. Hospital,
Sion, Mumbai 400 022.

- # SRS office shall enter the date based on approval letter date and proposed duration or 1 year from the date of approval letter date

“< >” Please provide required information